



**Affordable Housing Trust Fund
Board of Trustees
Action Plan Working Group**

Date: June 16, 2022
Time: 8:30 AM – 9:15 AM
Location: Conducted via remote participation

Attendees: Karen Kelleher, Neal Mongold, Jaclyn Pacejo, Kelly Lynema, Marisa Lau
Guests: Jo Anne Preston, Adam LeBlanc

Meeting Summary

1. Action Plan update and schedule

No discussion.

2. Discuss community engagement for Action Plan

Karen and Kelly went over outreach documents, including the postcard, online survey, press release, and Sign Up Genius webpage for events and flyering around town.

Documents will be made available in the group's shared folder, which also includes a spreadsheet with ideas for other organizations and locations for outreach.

Karen discussed how feedback on the survey from the Trustees and a few test-respondents had been incorporated. Kelly described the procedure for the street intercept surveys, which will be a shorter version of the full survey. Postcards with the survey link should be distributed at the same time. She also noted that APS would like to send the survey link to its staff.

The working group continued to make edits to the survey (i.e. wording, response options, survey set-up) and other documents. Suggestions by meeting attendees were incorporated. A confirmation page for survey respondents will be created with a hyperlink to the Trust page.

A survey press release will be released today, and postcards will be printed immediately for distribution. Members and anyone else interested in distributing postcards and administering the street intercept survey can receive a link where they can sign up for shifts/locations. Once the survey is finalized later this week, please distribute the link

widely to your networks. Karen also suggested DPCD staff connect with the DEI Director for additional suggestions for community engagement, including locations for listening sessions, upcoming events, and organizations to send the survey to.

Members talked briefly with Mr. LeBlanc about his interest in affordable housing development and joining a Town committee, and shared their contact info for him to follow up.

Meeting adjourned at 9:30 a.m.